

State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Employment, Child Care Program Office

Request for Proposals

RFP No. HMS-302-05-01-O

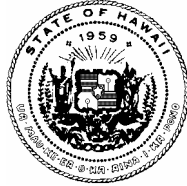
First-to Work On-Site Child Care Services

January 31, 2005

Date Due: February 21, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER, ESQ.
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

January 31, 2005

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Esq., Director

SUBJECT: **FIRST-TO-WORK ON-SITE CHILD CARE SERVICES
(RFP) HMS-302-05-01-O**

The Department of Human Services, Benefit, Employment and Support Services Division (BESSD), Employment & Child Care Program Office, is requesting proposals from qualified applicants to operate First-to-Work on-site child care centers at the following locations:

- Downtown First-To-Work (FTW) Unit II, 677 Queen St., Rm. 400A, Honolulu, HI 96813
- Waipahu FTW Unit, 94-275 Mokuola St., Rm. 105, Waipahu, HI 96797
- Wahiawa FTW Unit, 1008 California Ave., Bldg. B, Wahiawa, HI 96786
- Waianae FTW Unit, 601 Kamokila Blvd., Rm. 138, Kapolei, HI 96707

The purpose of the drop-in child care centers is to enable parents participating in the First-To-Work (FTW) program to attend program activities without being concerned about their children's care and supervision. The centers will provide intermittent drop-in child care for up to twelve (12) children, depending on site location. The age of children will range from over two years (24 months) through under thirteen (13) years of age. The contract term will be from July 1, 2005 through June 30, 2006 for the FTW on-site child care centers at the Wahiawa FTW Unit and the Waianae FTW Unit. The contract term will be from June 29, 2005 through June 28, 2006 for the FTW on-site child care centers at the Downtown FTW Unit II and the Waipahu FTW Unit. The State, at its option, may extend this Agreement in writing, for four (4) additional twelve month periods, not to exceed a total of forty-eight (48) months of services ending on June 28, 2010 for the FTW on-site child care centers at the Downtown FTW Unit II and the Waipahu FTW Unit. and June 30, 2010 for the FTW on-site child care centers at the Wahiawa FTW Unit and the Waianae FTW Unit, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. Multiple contracts or one single contract may be awarded under this request for proposals.

The RFP provides information to assist applicants in the preparation of program plans and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the

provider; (3) the criteria by which qualifying proposals shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services. Applicants are to review the RFP very closely and address all parts of the RFP. All applicants must submit one original and four (4) copies of the proposal which shall be mailed and postmarked by the United State Postal Service on or before February 21, 2005 or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on February 21, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered (including courier mail) after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Benefit, Employment & Support Services Division will conduct an orientation on February 8, 2005 from 1:30 a.m. to 3:30 a.m. HST, at 820 Mililani Street, BESSD Administration Office Ste. 606, Conference Room #1, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation. Program staff from the Department will be present at this orientation to review the RFP requirements and address any questions.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Rex Shilo at 820 Mililani Street, Ste. 606, Honolulu, Hawaii 96813, telephone: (808) 586-0977, fax: (808) 586-5744, e-mail: rshilo@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED.

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
February 21, 2005**

All Mail-ins

Department of Human Services
Benefit, Employment & Support Services Division
Employment & Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Rex Shilo
For further info. or inquiries

Phone: 586-0977
Fax: 586-5744

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii
Standard Time (HST) February 21, 2005.**

Drop-off Site

Oahu:

Department of Human Services
Benefit, Employment & Support Services Division
Employment & Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

BE ADVISED: All mail-ins postmarked by USPS after **February 21, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, February 21, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., HST, February
21, 2005**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services, State of Hawaii
Benefit, Employment & Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813
Phone (808) 586-0977 Fax: (808) 586-5744

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	01/30/05
Distribution of RFP	01/31/05
RFP orientation session	02/08/05
Closing date for submission of written questions for written responses	02/11/05
State purchasing agency's response to applicants' written questions	02/15/05
Proposal submittal deadline	02/21/05
Proposal evaluation period	02/28/05- 03/04/05
Provider selection	02/28/05- 03/04/05
Notice of statement of findings and decision	03/01/05- 03/07/05
Contract start date	07/01/05

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: February 08, 2005 **Time:** 1:30 P.M. to 3:30 P.M. HST

Location: Haseko Center, 820 Mililani Street, BESSD Administration Office, Suite 606, Conference Room #1

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: February 11, 2005 **Time:** 4:30 P.M. HST

State agency responses to applicant written questions will be provided by:

Date: February 15, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms. Proposals must contain all components.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
 5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
 6. **Tax Clearance(Form A-6)** – An original or certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.
- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. One (1) original and four (4) copies of the proposal are required. Telefacsimile transmissions, use of electronic mail, or submission of proposals on computer diskettes are not authorized.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:
http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Fiscal Management Officer
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 1390 Miller Street Honolulu, HI 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures

- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The General Conditions that will be incorporated in the contract are on the SPO website at

http://www2.hawaii.gov/spoh/Forms_Instructions/contracts/GenCondHHS.PDF.

Special Conditions may also be incorporated by the state purchasing agency, as deemed necessary. Please see Section 5, Attachment D for some of the special conditions that may be negotiated with the provider who is awarded this contract.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website at

http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm.

Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The mission of the Department of Human Services (DHS) is to provide high quality, efficient, and effective services designed towards achieving self-sufficiency for clients as quickly as possible and to direct our limited resources toward helping those least able to care for themselves.

The DHS is the State's lead agency for the federal Child Care and Development fund. The purpose of this grant is to increase the availability, affordability, and quality of early childhood and care programs. The purpose of this RFP is to contract with an organization to provide on-site, drop-in child care primarily for clients who participate with the First-to-Work (FTW) program. Additionally, this drop-in child care service may also be available to non-FTW applicants who are recipients of TANF, Food Stamps, and/or Child Care subsidy services that are co-located with the FTW office.

The FTW program is a mandatory work program for Temporary Assistance for Needy Families (TANF) recipients. The goal of FTW is to assist TANF recipients obtain and/or maintain employment, employment training, education, or job placement so that they may be able to achieve the goal of economic self-sufficiency.

The purpose of this service is to provide drop-in care to FTW clients so they may attend scheduled appointments with their FTW case manager, as well as attend short-term components that are conducted at the FTW office. During periods of under-utilization by the FTW clients, this service will also be available to non-FTW applicants or recipients of TANF, Food Stamps, and/or Child Care subsidy so that they may attend scheduled appointments with their worker.

B. Description of the goals of the service

The goal of this service is to enable TANF clients in the FTW program to attend scheduled appointments with their case manager, as well as short-term components conducted at the FTW office. By offering this service, the FTW program is better equipped to address a client's need for child care that prevents them from attending appointments or activities scheduled at the FTW office.

A secondary goal of this service is providing a supportive service that other DHS programs may utilize. By making a drop-in child care service available, clients may attend an appointment with their DHS worker without having their meetings interrupted due to a client's parental responsibility of supervising their child.

The ages of the children in care will range from over two (2) years of age to under thirteen (13) years of age. Child care services shall be provided for up to twelve (12) children at any one time daily for the sites located at Waipahu FTW, Wahiawa FTW, and Waianae FTW. Child care services shall be provided for up to eleven (11) children at any one time daily for the site located at Pohulani (Downtown II) FTW.

The child care program will meet all DHS regulations set forth in Hawaii Administrative Rules, Title 17, Chapter 17-892.1, "Licensing of Group Child Care Centers And Group Child Care Homes." The program will also meet requirements of the Americans With Disability Act (1990).

Objectives should be measurable for the contract period of performance. Outcomes are the degree to which the objectives were achieved. Ideally, these would be projected at 100%. The objectives include the following:

1. Full utilization of the child care center.
2. FTW clients are able to attend meetings and activities at the FTW office while their children are provided drop-in care.
3. Non-FTW clients are able to attend meetings with their DHS worker while their children are provided drop-in care.
4. All children in care are provided quality care and supervision in a safe and nurturing environment.

C. Description of the target population to be served

The target groups for the FTW program includes the TANF recipient who is:

1. Determined eligible for services by the DHS worker;
2. Receiving TANF assistance and has received aid for any 36 months out of the preceding 60 months;
3. Under age 24 years who has not completed high school or has had little or no work experience in the preceding year;
4. A member of a family in which the youngest child is within 2 years of becoming ineligible for TANF because of age;
5. Are independent teen parents/heads of household.

The non-FTW target population is clients of the general public who apply or receive TANF, Food Stamp, and/or Child Care subsidy. These clients are those who meet program eligibility criteria, are of limited financial and/or supportive resources and are typically working or attending educational activities.

The ages of the children in care will range from over two (2) years of age to under thirteen (13) years of age. A maximum of twelve (12) children at any one time may be cared for daily at the Waipahu FTW location, Wahiawa FTW location, and the Waianae FTW location.

A maximum of eleven (11) children at any one time may be cared for daily at the Pohulani (Downtown II FTW) location.

D. Geographic coverage of service

Services provided to the FTW population will be determined by DHS and restricted to those clients that are serviced by their assigned FTW office located in either Downtown Unit II (Pohulani), Waipahu, Wahiawa, or Waianae.

Services provided to the non-FTW population will be limited to the specific county and region each individual DHS office is required to service.

E. Probable funding amounts, source, and period of availability

A maximum amount of \$229,000 in total funding is allocated for the initial contract periods. Contract periods and probable funding for each site is as follows:

The Pohulani (Downtown II FTW) contract period is for June 29, 2005 to June 28, 2006. Probable funding for this contract is \$55,000. The State, at its option, may extend this Agreement in writing, for one (1) additional twelve month period, not to exceed a total of forty-eight (48) months of services ending on June 28, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department.

The Waipahu FTW contract period is for June 29, 2005 to June 28, 2006. Probable funding for this contract is \$60,000. The State, at its option, may extend this Agreement in writing, for one (1) additional twelve month period, not to exceed a total of forty-eight (48) months of services ending on June 28, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department.

The Wahiawa FTW contract period is for July 1, 2005 to June 30, 2006. Probable funding for this contract is \$57,000. The State, at its option, may extend this Agreement in writing, for one (1) additional twelve month period, not to exceed a total of forty-eight (48) months of services ending on June 30, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department.

The Waianae FTW contract period is for July 1, 2005 to June 30, 2006. Probable funding for this contract is \$57,000. The State, at its option, may extend this Agreement in writing, for one (1) additional twelve month period, not to exceed a total of forty-eight (48) months of services ending on June 30, 2010, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department.

A single contract may be awarded to a proposal that demonstrates knowledge, experience and competence in providing child care services, and demonstrates the ability to provide comprehensive and efficient services for multiple program locations.

Conversely, multiple contracts may be awarded to each individual proposal that demonstrates a more efficient and comprehensive child care service that would be provided at specific locations.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The children must be cared for in a DHS-licensed child care facility. The applicant shall ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times during the hours of operation of the child care center.
2. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Initial term of contract: twelve (12) months

Length of each extension: twelve (12) months

Number of possible extensions: four (4)

Maximum length of contract: five (5) years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: The contract for the proposed services may be extended subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided. The option to extend the service will be offered in writing by the Department. No supplementary agreement shall be binding upon the Department until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP. Contact Mr. Rex Shilo at 586-0977.

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

The applicant shall primarily provide on-site drop-in child care services that will enable parents in the FTW program to participate in required program activities without concerns about the safety and well-being of their children. This service shall be available during normal office hours and days of operation.

Additionally, the applicant shall provide this drop-in child care service to the children of clients who are either applying or receiving TANF, Food Stamps, and/or Child Care subsidy and who need to attend an appointment with their worker at a DHS office co-located with the FTW office. Children of non-FTW parents requiring drop-in care shall have this child care service available to them if drop-in child care slots are available.

The applicant shall provide educational, social, and recreational activities appropriate to the child's age and developmental stage.

The applicant shall provide snacks for the children in the child care center.

Some families may be unaccustomed to separation, may have family and social problems, and may present some behavioral and adjustment problems.

Therefore the applicant shall develop a plan to assist parents/caretakers and children with the adjustment to a child care environment.

The applicant shall collaborate with other community resources available to the parent/caretaker and children when such services may be beneficial to the family's well being.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The applicant shall hire a teacher for the child care center who is qualified to work with preschool children in accordance with DHS regulations: Hawaii Administrative Rules, Title 17, Chapter §892.1, Subchapter 4.

The applicant shall also have available a teacher aide if required by the DHS staff-child ratio regulations. The applicant shall follow the teacher aide qualifications requirements as also stated in the DHS regulations.

2. Administrative

The applicant, upon request of the State, shall meet with representatives of the State to discuss the progress of the project. The purpose of these visits will be to:

- a) Observe the program operations;
- b) Examine materials ordered for the project;
- c) Inspect renovations made to the facility;
- d) Examine record keeping procedures.

The applicant shall be responsible to ensure appropriate staffing of the child care center at all times.

The applicant shall work with the FTW, Income Maintenance, and Child Care Connection Hawaii unit staff to maintain the daily operations of the child care center.

3. Quality assurance and evaluation specifications

The applicant shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to:

- a) Copies of approved purchase orders signed by the appropriate authority;
- b) Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents;
- c) Other appropriate internal accounting statements and reconciliation schedules.

The applicant shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff. Monitoring will consist of comparing reported data with applicant's documents used to summarize data. These records shall include, but are not limited to:

- a) Personnel files;
- b) Notes of staff meetings and training;
- c) Documentation of the various service activities;
- d) DHS licensure;
- e) Assessment of child's progress.

Evaluation will consist of comparing projected objectives with outcome performance and analyzing factors producing the results.

4. Output and performance/outcome measurements

Monthly reports shall focus on the description of the achievement level of the program goals/objectives and each service activity listed in this RFP. These reports shall also include program utilization:

- a) Number of days in operation;
- b) Number of child care slots available per day;
- c) Number of children provided drop-in care services;
- d) Average number of children attending per day;
- e) Highest number of children attending per day;
- f) Lowest number of children attending per day;
- g) Number of days of zero attendance;
- h) Number of snacks served per day.
- i) Number and nature of injuries to children reported.

In addition, monthly reports shall discuss significant achievements of the program, problem areas and the corrective action taken, and any other pertinent additional comments. A copy of the attendance log for the center shall also be attached to the monthly report.

The final written summary report at the end of each fiscal year shall include:

- a) Cumulative data for the contract period to include:
 - 1) Number of days in operation;
 - 2) Average number of child care slots available per day;
 - 3) Number of children provided services;
 - 4) Number of children provided drop-in care services;
 - 5) Average number of children provided drop-in care services;
 - 6) Average number of children attending per day;
 - 7) Highest number of children attending per day;
 - 8) Lowest number of children attending per day;
 - 9) Number of days of zero attendance;
 - 10) Average monthly number of days of zero attendance;
 - 11) Number of snacks served per day;
 - 12) Average number of snacks served per day.
 - 13) Number and nature of injuries to children reported.
- b) Summary description of goals and accomplishments achieved during the contract period.
- c) Summary description of problem areas addressed and corrective action during the contract period.
- d) Summary financial report of expenditures for this program.

5. Experience

The applicant shall demonstrate a thorough understanding of the purpose and scope of the service activity, as well as be able to demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

6. Coordination of services

Not applicable.

7. Reporting requirements for program and fiscal data

The applicant shall submit monthly expenditure reports for the operation of the program that will serve as invoices for reimbursement. The form "Subgrantees Invoice and Expenditure Report" shall be the official form used for the Subgrantee to request funds for the contract.

The applicant shall provide monthly lists of children's attendance, showing names of the children and their attendance record. The applicant shall provide written quarterly progress reports no later than 30 days after the end of each calendar quarter. The applicant shall also submit a final year-end written summary no later than 30 days after the end of each fiscal year.

8. Pricing structure or pricing methodology to be used

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual. Cost principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. The budget amount for the operation of the project must not exceed the amount stated in the RFP. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered. The applicant shall abide by all the Federal regulations as legislated by Public law 101-508, Omnibus Budget Reconciliation Act of 1990. Any expenditure made or authorized by the applicant which is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant may be entitled.

9. Units of service and unit rate

Not applicable.

IV. Facilities

The applicant shall provide child care services during state office hours, from 7:45 A.M. to 4:30 P.M., from Monday through Friday, excluding State holidays, in facilities provided by DHS on property owned or leased by the State of Hawaii at Oahu FTW offices located in Honolulu, Waipahu, Wahiawa, and Kapolei. The applicant will operate and maintain equipment and facilities in accordance with all departmental policy and procedures.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary knowledge, skills, and abilities relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall provide a listing of verifiable experience with project or contracts for the most recent five (5) years that are pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, email addresses, etc., of those individuals the State can contact for verification purposes.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

Not applicable.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. This can include a daily, monthly, and annual calendar/schedule of activities. Applicant shall provide a list of State holidays when the program will not operate.

Description of primary services or activities shall include, but are not limited to:

- A. The general plan for providing the required services; and
- B. Method, format, techniques, resources to be used in providing child care.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Organization-Wide Budget by Source of Funds
SPO-H-205B	Organization-Wide Budget by Programs
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification – Travel: Inter-island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). Special Instructions for Forms SPO-H-205A and SPO-H-205B are located in Section 5, Attachments.

B. Other Financial Related Materials

1) Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

- a. The applicant is to submit the organization's most recent financial audit.
- b. The applicant is to submit a copy of the organization's financial policies that relate to the expenditure of funds for this project.

2) Tax Clearance Certificate (Form A-6)

An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Threshold

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

100 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

(2) POS Proposal Application Requirements

- POS Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

(1) Program Overview (0 Points)

- No points are assigned to Program Overview.
- The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

(2) Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

(3) Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(4) Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

- Extent to which the proposal clearly describes the overall program content and design.
- Extent to which the proposal describes a comprehensive child care program.
- Extent to which the proposal describes program goals and objectives that are consistent with those identified in the RFP.
- Extent to which the proposal demonstrates flexibility in individualizing service delivery.

- Extent to which the proposal offers a means of collaborating with other community resources available to parents for health services and training.
- Extent to which the proposal provides for management oversight of the project, including clarity of work assignments and responsibilities.

(5) Financial (10 Points)

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- The budget supports the scope of service and requirements of the Request for Proposal.
- Accounting system is adequate.
- Financial policies for the use of funds for this service is clearly presented.
- Tax Clearance Certificate (Form A-6) – An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS).
- Most recent Audit Report

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Section 5

Attachments

Attachment

Document

- | | |
|----|---|
| A | Competitive Proposal Application Checklist |
| B | Sample Proposal Table of Contents |
| C | Special Instructions for Forms SPO-H-205A Organization-Wide Budget by Source of Funds and SPO-H-205B Organization-Wide Budget by Programs |
| D | Special Conditions |
| E. | DHS Internal Communication Form entitled “Giudelines Regarding the Purchase of Office Supplies/Equipment or Furniture over \$50.00” |

Attachment A

Competitive Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organization Chart	Section 3, RFP	POS Manual	X	
Audit Report (Most Recent)	Section 3, RFP	POS Manual	X	

Authorized Signature

Date

Attachment B

Sample Proposal Table of Contents

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
B.	Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

Attachment C

Special Instructions for Forms SPO-H-205A Organization-Wide Budget by Source of Funds and SPO-H-205B Organization-Wide Budget by Programs

These forms are required. All budget forms, instructions and samples are located on the SPO website at http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm.

Organization: _____
RFP No: _____

Attachment D

Special Conditions

Special Conditions

1. Time of Performance

- a. The PROVIDER shall provide the services required under this Agreement for a period of one year, from July 1, 2005, to and including June 30, 2006, for the FTW on-site child care centers at the Wahiawa FTW Unit and the Waianae FTW Unit, and from June 29, 2005, to and including June 28, 2006, for the FTW on-site child care centers at the Downtown FTW Unit II and the Waipahu FTW Unit, unless otherwise terminated.
- b. The State, at its option, may extend this Agreement in writing, for four (4) additional twelve month period, not to exceed a total of forty-eight (48) months of services ending on June 28, 2010 for the FTW on-site child care centers at the Downtown FTW Unit II and the Waipahu FTW Unit, and June 30, 2010, for the FTW on-site child care centers at the Wahiawa FTW Unit and the Waianae FTW Unit, subject to availability of funds, provider performance and need, or unless this Agreement is sooner terminated as hereinafter provided.

2. Confidentiality

- a. The PROVIDER shall keep records to document information acquired about the recipients or given or made available by the recipients served under this Agreement. All such information shall be considered confidential and shall not be disclosed by the PROVIDER except as otherwise allowed by Hawai'i Revised Statute §346-10, and Hawai'i Administrative Rules §17-601, and only after prior written notification to DHS.

3. Interpreter Services

- a. The PROVIDER shall utilize the interpreter services contracted by the Department.

4. Liability Insurance

Notwithstanding the "General Conditions" for all 103F-procured contracts, where section 1.4 addresses the liability insurance in a combined amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), the Department of Human Services requires that the PROVIDER obtain, maintain, and keep in force throughout the period of this Agreement liability insurance (the "Liability Insurance") issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser

amount requested in writing by the PROVIDER, and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The Liability Insurance shall provide that it is the primary insurance for the State of Hawai'i, the purchasing agency, and their officers, employees, and agents from any liability arising out of or resulting from occurrences connected with the PROVIDER'S performance under the Agreement. Prior to or upon execution of the Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage, including the coverage of the State of Hawai'i, and its officers, employees, and agents. If the scheduled expiration date of the liability insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the State of Hawaii an updated certificate of insurance. The certificates of insurance shall expressly provide that the insurance policy shall not be cancelled unless the insurance company has first given to the State of Hawaii thirty (30) calendar days' written notice of the intended cancellation.

5. Use and Occupancy of State Owned or Leased Building or Space.

For the duration of this AGREEMENT, unless notified otherwise, PROVIDER shall provide the services described in the SCOPE OF SERVICES from a location designated as a portion of 1) Room 400A on the 4th floor of the Pohulani Elderly Housing Project located at 677 Queen Street., Honolulu, Hawaii 96813; 2) Room 105 of the Waipahu Civic Center located at 94-275 Mokuola St., Waipahu, Hawaii 96797; 3) Building B of 1008 California Ave., Wahiawa, Hawaii 96786; and 4) Room 138 located at 601 Kamokila Blvd., Kapolei, Hawaii 96707, subject to the following conditions:

- a. The Department shall have the exclusive right to designate the areas in the facilities described above to be set aside for the PROVIDER. The Department may in its sole discretion and at any time increase or decrease the area or relocate the PROVIDER to a different location.
- b. The PROVIDER's right to use the designated area is primary but not exclusive.
- c. The PROVIDER shall comply with all general rules and regulations concerning the use and occupancy of the Building notwithstanding any provisions in the AGREEMENT to the contrary. These general rules include, for example, use of common areas, hours of operations, State holidays, security measures, and all pertinent fire and building codes.
- d. The Department may notify the PROVIDER in writing of its intent to withdraw the area. The PROVIDER must vacate the area within 30 business days following the receipt of the notice. The Department may

withdraw the area for any reason, at any time during the duration of the AGREEMENT, and for the Department's sole convenience.

- e. At this time, the Department is not providing any parking stalls for the PROVIDER. Should parking space become available, the Department may offer PROVIDER the use of available parking spaces. Any stalls that become available and are used by the PROVIDER are unreserved, and PROVIDER shall pay to the Department of Accounting and General Services, Automotive Management Division, State of Hawaii, \$10 more per stall per month than the prevailing rate for State employee parking. Parking shall be made available for the PROVIDER's clients on the same basis as parking is made available to the general public.
- f. Charges and other Cost: The Department shall not charge the PROVIDER for the use of the designated portions of facilities listed above. The following categories of expenses are allocated as follows:
 - i. Utilities. The Department is responsible for expenses for normal utility usage including telephone services during the business hours. The Department is also responsible for cleaning and maintenance services. All other facilities, equipment, supplies, services, activities, expenses shall be the responsibility of the PROVIDER.
 - ii. PROVIDER must follow the guidelines regarding the purchase of office supplies/equipment or furniture over \$50.00. Please see attachment e for these guidelines.
- g. Without limiting the PROVIDER's obligations under paragraph 7 of the General Conditions, entitled Indemnification and Defense, the PROVIDER hereby specifically agrees to indemnify the Department against any claim and to reimburse the Department for any damage or property loss caused by the PROVIDER or its clients as a result of operating from the designated areas.
- h. The PROVIDER assumes full responsibility for all personal property of the PROVIDER, its employees, or clients of the PROVIDER brought onto the designated areas, and the Department shall not be liable for any damage done to or loss of such personal property caused by any co-tenant, visitor, or occupant of the designated locations listed above.
- i. The Department shall not be liable or responsible for any loss suffered or damage to the PROVIDER's business or for any personal injury suffered by the PROVIDER's employee or PROVIDER's clients caused by any co-tenant, visitor, or occupant of the designated locations listed above.

Organization: _____
RFP No: _____

Attachment E

GUIDELINES REGARDING THE PURCHASE OF OFFICE SUPPLIES/EQUIPMENT OR FURNITURE OVER \$50.00

<p style="text-align: center;">INTERNAL</p> <p style="text-align: center;">COMMUNICATION FORM</p> <p style="text-align: center;">DEPARTMENT OF HUMAN SERVICES</p>	<p style="text-align: center;">Effective Date</p> <p style="text-align: center;">IMMEDIATE</p>
<p>Subject: GUIDELINES REGARDING THE PURCHASE OF OFFICE SUPPLIES/EQUIPMENT OR FURNITURE OVER \$50.00</p>	<p>Originator: P. Bhanot/x 6-7062</p>
<p>To: All Contracted Units From: A-BESSDA Issue Date: 01/14/03 Memo No. 1</p>	
<p><u>FOR INFORMATION:</u></p> <p>This is to issue guidelines and necessary forms regarding the purchase of office supplies/equipment/furniture valued at \$50 or more. The Employment and Child Care Program Office (ECCPO) is issuing three (3) forms, AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/EQUIPMENT/FURNITURE OVER \$50, RECORD OF SMALL PURCHASE (SPO Form-10), and SMALL PURCHASE WRITTEN QUOTATIONS (SPO Form-10A) to facilitate the approval of office supplies/equipment/furniture purchase of \$50 or more. All contracted units will follow this process when purchasing.</p> <p><u>FOR ACTION</u></p> <ol style="list-style-type: none"> 1. All contracted units shall submit the AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/EQUIPMENT/FURNITURE OVER \$50 (Attachment #1) form to ECCPO prior to purchasing any office supplies/equipment/furniture of \$50 or more. The contracted units that are located with the BESSD offices shall seek their respective Branch's recommendation prior to the submittal of this form to the Employment & Child Care Administrator (ECCPA) for approval/disapproval. 2. The Program Specialist assigned to monitor the contract shall recommend approval/disapproval of the contracted unit's request to purchase of \$50 or more and submit the AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/EQUIPMENT/FURNITURE OVER \$50 form to the ECCPA for approval/disapproval. 3. All contracted units shall submit the RECORD OF SMALL PURCHASE (SPO Form-10) (Attachment #2), along with the AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/EQUIPMENT/FURNITURE OVER \$50, if the purchase is up to or less than \$250. All contracted units will solicit verbal quotation from three (3) vendors prior to purchasing and document in Part B of the RECORD OF SMALL PURCHASE (SPO Form-10). 4. All contracted units shall submit the SMALL PURCHASE WRITTEN QUOTATIONS (SPO FORM-10A) (Attachment #3), along with the AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/EQUIPMENT/FURNITURE OVER \$50, if the purchase is more than \$250. All contracted units will solicit written quotation from three (3) vendors prior to purchasing of more than \$250. 5. Upon purchase, all contracted units shall immediately submit the original invoices to their respective Branch via ECCPO Secretary (Geralyn Mitomi) for inventory purposes. 	

Subject: GUIDELINES REGARDING THE PURCHASE OF
OFFICE SUPPLIES/EQUIPMENT OR FURNITURE
OVER \$50.00

Originator: P. Bhanot/x 6-7062

To: All Contracted Units

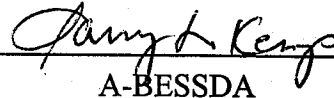
From: A-BESSDA

Date: 01/14/03

Memo No. 1, Page 2

6. The designated Branch staff shall make the inventory record of the purchase and place a State of Hawaii decal on the purchased office supplies (if appropriate)/equipment/furniture.

Should you have any questions or concerns, please contact the Program Specialist assigned to monitor your contract.


A-BESSDA

Attachment(s): 1, 2, and 3

Cc: OBA, NIBA

**AUTHORIZATION TO PURCHASE OFFICE SUPPLIES/
EQUIPMENT/FURNITURE OVER \$50.00**

NAME OF CONTRACT UNIT: _____

EQUIPMENT/FURNITURE THAT NEEDS TO BE PURCHASED: _____

\$ AMOUNT OF OFFICE SUPPLIES/EQUIPMENT/FURNITURE: _____

WHERE BEING PURCHASED: _____

PURPOSE: _____

BRANCH RECOMMENDATION: _____

AUTHORIZED BRANCH STAFF

DATE

COMMENTS (To be filled in by the Program Specialist) _____

RECOMMEND APPROVAL/DISAPPROVAL:

PROGRAM SPECIALIST

DATE

APPROVED/DISAPPROVED:

PANKAJ BHANOT, ECCP ADMINISTRATOR

DATE

REVIEWED:

ABESSDA

DATE

****PROGRAM SPECIALIST SHALL FILL IN THIS FORM AND MUST GET AUTHORIZATION
FROM ECCPA PRIOR TO PURCHASING OF OFFICE SUPPLIES/
FURNITURE/EQUIPMENT OVER \$50.**



STATE PROCUREMENT OFFICE
RECORD OF SMALL PURCHASE

1. Agency: _____ 2. P.O. No. _____
3. Date: _____ 4. Project/Requisition/Work Order No. _____
5. This form is required for small purchases \$1,000 or more: ☐ Under \$1,000
☐ \$1,000 to under \$15,000
☐ \$15,000 to under \$25,000 (Attach form SPO-10A)

6. **PART A.** Description of good/service/construction:

7. PART B. QUOTATIONS SOLICITED:

<u>SELECTION</u> (Check Box)	<u>8. Vendor Name</u>	<u>9. Representative</u>	<u>10. Phone No</u>	<u>11. Date of Quote</u>	<u>12. Amount Quoted</u>
<input type="checkbox"/> 1.					
<input type="checkbox"/> 2.					
<input type="checkbox"/> 3.					
<input type="checkbox"/> 4.					
<input type="checkbox"/> 5.					

13. **PART C.** Justification for inability to obtain minimum three quotations, if applicable:

14. **PART D.** Justification for award made to other than lowest quotation:

15. Signature
Employee soliciting quotations

date

16. Signature
Procurement Officer approval

date

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.

STATE OF HAWAII

SMALL PURCHASE WRITTEN QUOTATIONS

1. Date: _____

2. Company: _____ 3. Phone/fax No. _____ / _____

4. Address: _____ 5. City/State/Zip: _____

6. Vendor Representative: _____

7. **PROVIDE A QUOTATION for the following good/service/construction** (Describe or ☐ see attached specifications):

8. **QUOTATION REQUESTED BY** (mail or fax this quotation by _____, _____ to the following):
(date) (time)

9. Dept/Agency _____

10. Address _____ 11. City/State/Zip Code: _____

12. Contact Person _____ 13. Phone/fax No _____ / _____

===== **VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW** =====

14. Item No.	15. Description of Item	16. QTY	17. UNIT PRICE	18. TOTAL PRICE

19. Additional information or terms (i.e. delivery time, warranty period, etc.):	20. Shipping/ Handling	
	21. State Tax	
	22. TOTAL SUM PRICE	

23. Quote No. _____ 24. Price(s) shall remain firm for _____ days.

25. Vendor Representative: _____
Signature Date

Title: _____